

REPORTING INSTRUCTIONS/TDY INFORMATION (SKT: Lackland-Kelly Annex)

1. **TOUR OF DUTY:** The length of your TDY will depend on the type of project to which you're assigned:
 - Major revision = 32 days
 - Extended minor revision = 18 days
 - Minor revision = 11 days

Keep in mind this is the **maximum** length of your assignment at AFOMS. Your team will be released as soon as all project requirements are met. **Individual SMEs will not be released early except for confirmed emergency situations.**

Report to Bldg 2000, Room 282, 102 Hall Blvd, Lackland-Kelly Annex, at 0730 on the reporting date specified in your TDY orders. Normal duty hours are 0715 to 1600. Your daily work schedule, however, may vary according to the specific tasks required for your project.

Your project psychologist will contact you at least 10 days before your TDY is scheduled to begin. If you have not heard from him/her, you are welcome to call the Test Development Flight at DSN 487-5013.

2. **FINANCES:** Expect to use your Government travel card for your TDY expenses. Our local finance office normally processes requests for TDY payment only after 30 days of TDY have passed; if financial problems arise, work with your project psychologist to request a partial payment.
3. **UNIFORMS:** The standard duty uniform is blue slacks/shirt for males and blue slacks or skirt/blouse for females, either with or without tie/tab. Depending on your level of comfort in an air-conditioned environment, a uniform sweater may be worthwhile. The battle dress uniform (BDU), flight suit, and space or missile crew uniform are authorized for ***Fridays only***.
4. **LODGING INSTRUCTIONS:** Reservations are already made for you at Lackland-Kelly Annex Lodging under your **team project number**. Check-in time is not before 1500 hours on the day before your reporting date. When you report to the Lodging desk, Bldg 1650, Goodrich Road, Kelly Inn, Lackland-Kelly Annex, for your quarters assignment, advise the desk clerk of the project number of the team you will be on—get this number from your orders.

NOTE: A confirmed reservation doesn't guarantee you'll be lodged on base; it means you will be lodged in Government-provided quarters, which could be on-base VAQ or off-base contract quarters.

To the maximum extent possible, test development team members are lodged at the same location. Personnel initially assigned to contract quarters should expect to move on base as rooms become available. Lackland-Kelly Annex does not have quarters specifically designated as "Senior NCO Quarters." Lodging makes every effort to billet you in the most grade-appropriate room. You may be assigned quarters that have a shared bathroom simply because other rooms are not available. Please contact the Lodging office (commercial 210-925-1844) for additional information. The

information. The Lodging office is manned 24 hours every day. If you have any emergency needs or have questions/complaints, please contact the desk supervisor or lodging manager for assistance.

NOTE: Reservations are made for only 1 day prior to your RNLT. If you must arrive earlier or depart later than the scheduled TDY due to overseas flight schedules, please contact Ms. Susie Andrews at DSN 487-5234, ext 3063, or commercial (210) 652-5234, ext 3063.

5. **TECHNICAL PUBLICATIONS:** We recommend you become familiar with the content of the key references in your career field, including CDCs, TOs, AFIs, and others you feel are important. You may also want to review your STS and specialty description. Familiarity with these documents will greatly enhance your preparedness to contribute to SKT development.
6. **TRANSPORTATION:** If you arrive at the San Antonio International Airport, you should obtain commercial transportation to and from Lackland-Kelly Annex. For any expenses (including taxifare) that exceed \$75.00, remember to get a receipt to submit with your travel voucher, so you'll be reimbursed.

Due to Lackland-Kelly Annex's spread-out facilities, AFOMS will provide one rental car for each team, if required. Each SME will be contacted by AFOMS/OMDQS upon receipt of the SME's TDY orders to determine how he/she will travel to the TDY location. At this time, AFOMS/OMDQS will determine who will be authorized the rental car for the team.

7. **DINING FACILITIES:** The Security Hill dining facility is in Bldg 2041. See the list of base facilities for operating hours. The dining facility operates under the a la carte system. Check prices prior to ordering your meal, since the meal may cost more than BAS rates. ***All TDY personnel receive per diem based on an available dining hall.*** Your work hours will allow you to use the dining hall. A cafeteria/snack bar is also located in Bldg 2000.
8. **TDY ORDERS:** Your TDY orders will be published by your local Military Personnel Flight (MPF) Promotions Section. You'll need two copies of your TDY orders when you report to Bldg 2000. You can make additional copies in the building if you need more.
9. **ADDRESS:** We take pride in recognizing your significant contributions to the Weighted Airman Promotion System Program. So, to help us provide this recognition, you'll be asked to provide the following information when you arrive at Bldg 2000:

Information about **your squadron commander or equivalent:**

Name/Organization/Office Symbol
Numbered Street Address
Station/State/9-digit ZIP
DSN Number
E-mail Address

Information about **your unit**:

Organization/Office Symbol

Numbered Street Address

Station/State/9-digit ZIP

DSN Number

Your E-mail Address

10. **MAILING ADDRESS**: During your TDY with us, your mailing address will be:

MSgt John Doe

PSC #2 BOX 18000

San Antonio TX 78243-7065

The mailroom is located in Bldg 2017.

11. **DUTY PHONE**: Commercial = (210) 977-2587
DSN = 969-2587
12. **SEPARATE RATIONS**: If you are on separate rations at your home station, you'll remain on separate rations during your TDY here.
13. **EMERGENCY INFORMATION**: Ensure your family members are aware of emergency leave procedures. During duty hours, if an emergency occurs which requires your presence at home immediately, the psychologist in charge of your project is responsible for releasing you on emergency leave. During nonduty hours, please contact the 12 FTW Command Center at commercial 210-652-1859 for appropriate phone numbers.
14. **INTERNET/E-MAIL ACCESS**: AFOMS does not provide Internet or e-mail access to SMEs for personal or work purposes unrelated to this TDY. However, Internet access is available at the Base Library. If you desire access to your home station e-mail account(s), you should coordinate this through your home station prior to arrival at AFOMS.
15. **WEB PAGE**: Check out the Test Development Flight web page at:

<https://www.omsq.af.mil/omd>